

Washington State
**NATIONAL
REGISTER**
Guide

- Submittal Requirements
- Timelines for Submission
- Review Process

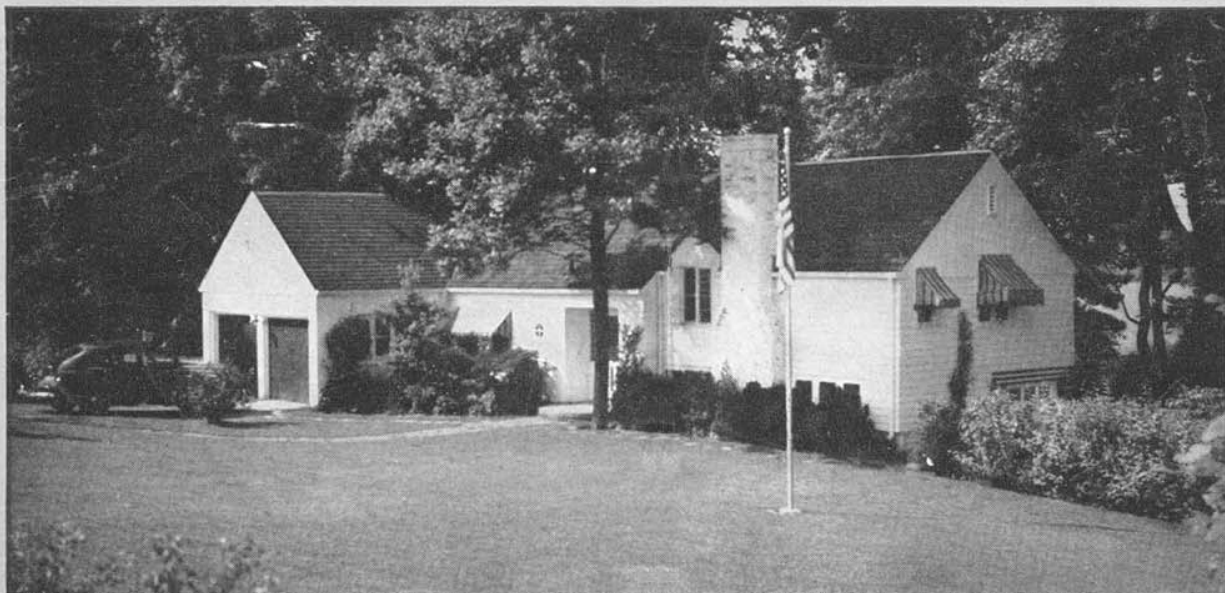
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WASHINGTON STATE **NATIONAL REGISTER GUIDEBOOK**

Department of Archaeology & Historic Preservation
1063 S. Capitol Way, Olympia, WA 98501

Written and produced by
Michael Houser, Architectural Historian

JULY 2005



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INTRODUCTION

National Register of Historic Places

The National Register of Historic Places is the nation's official list of buildings, districts, sites, structures, and objects that are significant in American history, architecture, archaeology, and culture. The Register is maintained in Washington, D.C. by the National Park Service, U.S. Department of the Interior. Under the authority of the National Preservation Act of 1966, the states work in partnership with the federal government to expand the list according to specific criteria for evaluation.

The criteria for the National Register (NR) are based on a property's 1) distinction as a representative example of type or style, 2) association with a person, events or movements of consequence in American history and culture, and 3) integrity of structure, plan, finish work and setting. If a property does not possess at least one of these essential qualities, it probably does not meet the NR criteria. The National Register serves as a "honor roll" and planning tool. Listing in the National Register can qualify a property for federal matching grants and certain tax benefits under state and federal laws.



*Figure 1: Wilson Creek State Bank,
Wilson Creek*

The Washington Department of Archaeology and Historic Preservation and the State Advisory Council

To help the federal government administer provisions of the National Historic Preservation Act of 1966, each state has a designated State Historic Preservation Officer (SHPO). The SHPO is aided by professional staff and an advisory body. In Washington, the State Historic Preservation Office is its own agency, and Dr. Allyson Brooks is the State Historic Preservation Officer.

Washington's review board is officially titled the State Advisory Council on Historic Preservation. The Council consists of nine persons, four of whom are professionally qualified in one of the following disciplines: history, prehistory and/or historic archaeology, architectural history and architecture. Particular academic specialties such as industrial history, interior design and or other related fields may be represented as well. In Washington, the Council meets three times per year. All of their meetings are open to the public and owners of properties proposed for nomination to the State and National Register as well as the highest elected local officials of the jurisdiction in which the property is located, are notified of the opportunity to comment on the nomination

The Nomination Process

Nominating a property to the National Register of Historic Places is a three-step process. In accordance with Federal rules, 36 CFR Part 60, nominations are 1) first reviewed by the State Advisory Council on Historic Preservation. If approved by the Council as meeting the criteria for evaluation, a nomination is then 2) signed by the State Historic Preservation Officer, or the Deputy SHPO, and 3) forwarded to the Keeper of the National Register, who makes the final determination to list or not list the property. The process may take up to a year from the time a registration form is submitted for review, to receipt of confirmation that a property has been registered.

A nomination is often proposed by the property owner, but it may be initiated by any individual including a local historical society, a community group, or even by the state. It is the preparer's responsibility to complete the form that documents the significance of the property to the community, State or nation. At the present time, over 1,200 properties throughout Washington's 38 counties are listed on the National Register of Historic Places individually. Additionally there are currently 147 National Register Historic districts, which include a number of resources, bringing the total listing to over 10,000 resources.

Why Supplementary Guidance is Necessary

Instructions and guidance for completing National Register forms are found in three National Register Bulletins: Bulletin 15, *How to Apply National Register Criteria for Evaluation*; Bulletin 16A *How to Complete the National Register Registration Form*; and when applicable, Bulletin 16B, *How to Complete the National Register Multiple Property Documentation Form*.



Each state administers National Register nominations that conform to the Federal rules and guidelines. However, certain procedures and technical requirements may vary from state to state, depending on state laws, budgetary constraints, and the priorities of the state advisory board. This document is provided as a supplement to the National Register Bulletins and to show preparers what is required

to successfully complete the NR process in Washington. Preparers are advised to review carefully the following instructions concerning the required number of copies of the completed form, the processing and labeling of photographs, the assembling of sketch plans and maps, as well as requirements in the text of the nomination such as a discussion of the

property's developmental history. All standards and requirements outlined in this document are effective for all proponents of National Register nominations in Washington. No exceptions will be made.

A complete list of the National Register Bulletins which give detailed guidance on specific documentation issues and resource types is included in Bulletin 16A. Copies of most of the National Register Bulletins are available from the Department of Archaeology and Historic Preservation or from the Publications Unit, National Register of Historic Places, National Park Service, 849 C Street NW, NC 400, Washington DC, 20240. Bulletin 15 and 16A are also available on line at: <http://www.cr.nps.gov/nr/>.

Questions about the National Register or the State of Washington's requirements can be addressed to Michael Houser, Architectural Historian, DAHP, PO BOX 43843, Olympia, WA 98504, (360) 586-3076 or Michael.Houser@dahp.wa.gov.



Figure 1: US Post Office, Longview

WASHINGTON'S PROCESS FOR NOMINATING PROPERTIES TO THE NATIONAL REGISTER

General

The national historic preservation program, authorized by the National Historic Preservation Act of 1966, operates as a partnership of federal, state and local governments. State and federal historic preservation officers nominate historically significant properties to the National Register of Historic Places. Since the nation's cultural heritage is a cross-section of properties that are significant to local communities, individual states and/or the nation, properties are eligible on several levels. Most properties in Washington are listed at the local level of significance. Many properties of national significance, such as Fort Warden in Port Townsend, have been designated as National Historic Landmarks by the Secretary of the Interior. This is a separate program.

Three-Step Nomination Process

Listing of a property in the National Register is a three-step process established by federal rules in 36 CFR Part 60. In essence, the steps are: 1) recommendation, 2) nomination, and 3) registration. The process varies only in detail from state to state. Any citizen may propose a property for listing in the National Register, but the operating rules ensure that the concerns of property owners and local governments are taken into consideration.

To begin the nomination process, a proponent fills out the registration form. The form requires a detailed description of the property, as well as a statement of the property's historical significance, which is adequately supported by research. The form must be complete before it is accepted for processing. Applications are screened by staff for completeness and accuracy of essential points. The Washington Department of Archaeology and Historic Preservation (DAHP) staff will advise proponents with regard to potential eligibility of the property for registration. Submission of some information may be required. For those who are not experienced in completing registration forms, submitting in advance a rough draft form for the staff's informal review and comments can be very helpful. Some proponents hire a consultant to prepare the registration form. Hiring a consultant is a matter of personal choice, not a requirement. A list of qualified consultants who can prepare National Register nominations has been provided in the appendix.

Opportunity for Public Comment

The first formal step in the nomination process is a review of the registration form by the State Advisory Council on Historic Preservation. The Council must recommend a property for nomination if the process is to continue. If

the Council recommends that a property does not meet the criteria for evaluation, the process for that property stops. In such a case, the state's decision may be appealed to the Keeper of the National Register under Federal rules.

The state notifies property owners and local governments of their opportunity to comment between 30 and 75 days before a property is to be considered by the Advisory Council. An objection to register listing from an owner or local government does not prevent the Council from reviewing the property, but owner objection to the listing of privately-held property can prevent the property from being listed. In most cases if an objection is received before the official public hearing, the nomination will be pulled from the agenda. If a majority of owners of private property located within a historic district object to National Register listing, the district cannot be listed. The State Council is informed of any known objections by the staff at the meeting, and anyone may present testimony to the Council regarding the proposed nomination. In the end, however, the Council will make its recommendation for listing of properties onto the National Register based solely on objective review of the application and its ability to meet the criteria for evaluation.

Property that is in public ownership are treated differently from privately-held properties nominated to the National Register. Although statements of objection to listing a publicly-held property in the National Register will be taken into consideration by the Keeper of the National Register; under Federal rule, an owner's objections will not automatically preclude the listing of a property that is in public ownership.

Meeting Schedule and Due Dates for Applications

In Washington proponents of nominations are required to submit a draft nomination to the DAHP staff prior to its scheduling on the agenda of the State Advisory Council on Historic Preservation. The due date for the receipt of the first draft application is generally four months before the meeting. The Council customarily meets for the purpose of reviewing nominations to the National Register in **January, June and September**. For the exact due dates, please contact DAHP at (360) 586-3076 or visit our web site at: <http://www.dahp.wa.gov>. The deadlines for review are final and must be observed to ensure the proper handling of applications in accordance with the federal rules and regulations.

The Washington Department of Archaeology and Historic Preservation maintains a policy of scheduling caps for the number of applications to the National Register that will be presented to the State Advisory Council during a given meeting day. The number of nomination proposals that can be scheduled for review in a single day's meeting is limited to no more than fifteen. Even when technically complete, applications which are received after the fixed due-date for one of the regular meetings, and those received

after the per-meeting-day scheduling cap has been reached, will be deferred for consideration at the next available meeting.

Multiple property submissions are those which treat a number of properties that occupy separate geographical locations together. They are related by a common theme, such as designer, architectural style, or historical association. The Advisory Council is required to evaluate each individual property which is the component of a multiple property submission on its own merit. At least one individual nomination must accompany a multiple property form in order for it to be forwarded to the Keeper of the National Register.

Nomination Review Process

During the meeting of the State Advisory Council on Historic Preservation, staff of the DAHP will present a summary of each nomination on the agenda using a power point presentation (digital images provided by the proponent) to introduce the nomination to the Advisory Council and the public. Staff recites the applicable criteria for evaluation and expresses an opinion with regards to NR eligibility. Proponents of **Historic District** nominations and **Multiple Property** submissions are required to make their own power point presentations.

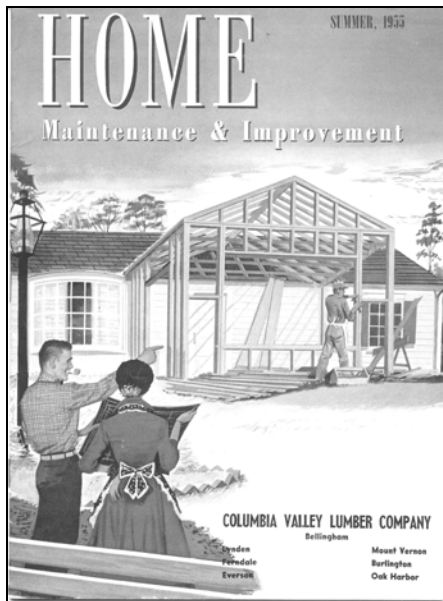


Figure 2: Home Magazine, Columbia Valley Lumber Company, Bellingham 1955.

Next the chairman of the State Advisory Council calls for comments from the proponent of the nomination and other interested parties, allocating time to each as equitably as possible until all parties have been heard. Once a motion has been made, and following due discussion, the Advisory Council votes on the eligibility of the property for inclusion into the Washington Heritage Register and then into the National Register of Historic Places. *Note: All National Register properties are also added to the State Heritage Register.* The Council may, at its discretion, defer action on a nomination. Valid

reasons for deferral include lack of a quorum, lack of sufficient information on which to base a professional judgement, or the decision to request particular advice from a local landmarks commission or public official.

Under federal rules, 36 CFR Part 61, political subdivisions of the state which have qualified for expanded participation in the federally-assisted national

historic preservation program are recognized as Certified Local Governments (CLG's). CLG's are required to review National Register nominations that are located within their jurisdictions. An evaluation by a landmark commission or historic review board must be conducted at a formal public meeting. As such, a CLG is required to submit an evaluation form to DAHP five days in advance of the State Advisory Council meeting. Nominations within the jurisdiction of a CLG will not be heard by the Council without confirmation of formal CLG review and receipt of a completed CLG NR evaluation form. The CLG review process is conducted by the SHPO and the local preservation board, not by the preparer of the nomination. A copy of the evaluation form is supplied in the appendix of this document.

Completing the Nomination Process

When a property has been recommended for listing by the State Advisory Council, the proposed nomination, pending any technical corrections, passes formally to the State Historic Preservation Officer (SHPO). The SHPO is appointed by the Governor and is directly responsible to the Governor for the nomination process. SHPO staff works with the proponents of approved nominations to complete revisions and technical production work that may be required on a nomination. When the nomination form and its exhibits are accurate and complete, the SHPO or Deputy SHPO makes the formal nomination to the Keeper of the National Register via their signature and approval of the nomination.

If a property owner has objected to the listing of his or her property, the property may not be nominated, but the application may be forwarded to the Keeper of the National Register for a determination of eligibility. The Keeper's official determination of whether a property is eligible for inclusion to the National Register makes it easier for the property to be listed in the future if the property owner should withdraw his or her objection at a later date. A determination of eligibility also helps protect the property from adverse impacts from federally sponsored projects.

When all is in order, the nomination is forwarded to the Keeper of the National Register in Washington, D.C. for registration. The Keeper's staff reviews the nomination for technical accuracy and, at a minimum verifies that the criteria for evaluation have been applied appropriately. Sometimes more substantive analysis may be required. If the nomination clears this final review, the registration form is signed by the Keeper of the National Register and the property is officially added to the register.

RESULTS OF LISTING A PROPERTY TO THE NATIONAL REGISTER

General

The listing of a property on the National Register of Historic Places not only provides recognition of the property's historic importance in the community, state or nation, it assures protective review of federal projects that might adversely affect the character of the property. If the property is listed on the National Register, certain federal investment tax credits for rehabilitation and other provisions may apply, as well as local property tax benefits.

Listing in the National Register does not mean that limitations will be placed on the property by the Federal government. Public visitation rights are not required of owners, and alterations or even the demolition of the property is not reviewed. However, be advised that incompatible alterations or the demolition of the resource may result in the de-listing of the property.

The federal government will not attach restrictive covenants to the property or seek to acquire the property. Certain protective zoning measures may apply under a local ordinance however. Check with your local government for any such restrictions.

Eligibility for Federal Tax Provisions

If a property is listed in the National Register, certain federal tax provisions apply. The Tax Reform Act of 1986 revised the historic preservation tax incentives authorized by Congress in earlier statutes, and established a 20 percent investment tax credit with a full adjustment to basis for rehabilitating historic commercial, industrial, and rental residential buildings. A ten percent investment tax credit is available for non-historic commercial or industrial buildings built before 1936. The Tax Treatment Extension Act of 1980 provides federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because the tax aspects outlined above are complex, individuals should consult legal counsel or a local Internal Revenue Service office for assistance for more complete guidance. For further information, refer to 36 CFR 67.

Consideration in Planning for Federally Funded, Licensed, or Assisted Projects

Section 106 of the National Historic Preservation Act requires that all federal agencies allow the federal Advisory Council on Historic Preservation to have an opportunity to comment on all projects which may affect historic properties listed on or eligible for listing on the National Register. The

federal Advisory Council on Historic Preservation is a different body and has different responsibilities than the State Advisory Council on Historic

Preservation referred to elsewhere. For further information, please refer to 36 CFR 800.

Consideration in Issuing a Surface Coal Mining Permit

The Surface Mining and Control Act of 1977 requires a consideration of historic values in the decision to issue a surface coal mining permit. For further information, please refer to 30 CFR 700.

Qualification for Federal Historic Preservation Grants

Congress may appropriate funds to the Historic Preservation Fund or other accounts at levels sufficient to offer matching grants to the owners of properties listed in the National Register. Such matching grants are not available at the present time.

Special Valuation

In 1985, the Washington State Legislature determined that the preservation of the state's historic resources was an important goal and allowed "special valuation" for certain historic properties within the state. Under the program, rehabilitation costs, which must equal to at least 25% of the assessed value of a structure prior to rehabilitation, are subtracted from the assessed value of the property for a ten-year period. Only communities which have passed rules and regulations for Special Valuation as defined in state law (RCW 84.26.050) can offer the Special Valuation Program for owners of historic properties. Check with your local planning department to see if your project qualifies.

Special Consideration with regard to Building Code Requirements

Under Section 3403.5 of the Uniform Building Code, and the Washington State Historic Building Code Chapter 51-19 WAC, National Register properties and other certified historic buildings are eligible to be considered for waivers of certain normal code requirements in the interest of preserving the integrity of the property. Contact your local building official for further details.

Rights of Property Owners

The owners of private property listed in the National Register surrender none of their rights to the property. There is no requirement or expectation that the property will be made available for public visitation or inspection, or that it will be rehabilitated or restored. National Register listing does not guarantee protection of the property or prevent its demolition.

WASHINGTON'S NATIONAL REGISTER DATABASE

General

The DAHP is currently developing several databases, which will allow researchers to better evaluate cultural resources around the state. The databases are being developed using a Microsoft Access format and therefore can be exported in a dBase III + format.

National Register

Certain information on all of the sites listed on the National Register and State Register in Washington can be found on an on-line database called WISAARD. The database offers comparative information by request using any of the fields listed below and includes images of the properties, a short description and statement of significance as well as a link to the nomination form.

Register Name	Street Address
City/Vicinity	County
Architect	Historic Use
Listing Status	Thematic
Style	Built Date

The **W**ashington **I**nformation **S**ystem for **A**rchitectural and **A**rchaeological **R**ecords **D**ata (WISAARD), allows users to search for listed properties via a map or a text query and can be found at:
<http://www.dahp.wa.gov/pages/wisaardIntro.htm>.

Also on the web site you will find a current list of thematic National Register nominations and links to forms and a variety of guidebooks.

Archaeological

Certain information on all of the various archaeological reports can be located within the DAHP's in-house Archaeological database. The database can be searched for comparative information using any of the fields listed below.

Report Title	County
Township	Range
Quadrangle	Document Type
Area of Significance	Historic Function
Author Name	Survey ID Number

COMPLETING THE REGISTRATION FORM: WASHINGTON'S SPECIAL INSTRUCTIONS AND REQUIREMENTS

General

The National Register registration form (NPS 10-900) is designed to facilitate the entry of data into an automated storage and retrieval system known as the National Register Information System (NRIS). In certain data blocks, the preparer of the form will be asked to select from standardized lists the category and subcategory which most clearly fits the situation. Preparers should refer to National Register Bulletin 16A, *How to Complete the National Registration Form*, for step-by-step instructions, appropriate criteria for evaluation, and code lists.

Registration forms must be the product of a word processor and must remain in the same order as they appear on the original forms. A template for the registration form is available from the Washington Department of Archaeology and Historic Preservation (DAHP) and can be used with any word processing software that runs on an IBM-compatible DOS computer. Preparers can also ask for a copy via e-mail or may send a 3.5 inch initialized, or formatted disk or CD Rom to DAHP to receive a copy of the template free of charge. If you wish to create your own form, choose a ten or twelve point font size and a clean typeface that is suitable for normal text.

Requirements for Submission

Only one single-sided copy is required for submission to the DAHP. This includes the NR form and its accompanying documentation, including Assessor's or plat map showing property boundaries, sketch floor and site plans, and other exhibits. These documents should not be stapled, punched, or bound in any manner, and should be arranged in the following order:

1. registration form,
2. Assessor's or plat map (8 ½ 11 inch format),
3. USGS Quad (8 ½ 11 inch excerpt from the map),
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. properly labeled chemically processed photographs (2 sets of B & W 5x7), or printed digital images with accompanied digital files meeting NPS standards
8. color digital images of the property, min.150 dpi (eight to twelve representative property views),
9. a full size US Geological Survey Topographic Map,
10. and a copy of the nomination saved to a 3.5 disc or CD rom

More details on the preparation of the exhibits follows. To be scheduled for review, a nomination must be complete, with all photographs and digital images.

The submitted nomination does not need to be on archivally stable paper. Staff at the DAHP will copy the nomination onto archivally stable paper before sending it to the National Park Service. If preparers of nominations wish to submit their form on archivally-stable paper it should be a 50% cotton rag paper having a low acidity; a pH value of 8.5 is considered ideal.

Property Location Codes

It is the responsibility of preparers of the registration forms to accurately identify the local jurisdictions in which the property proposed for the nomination is located. Though seemingly straightforward, this can be confusing for properties that are located near corporate limits of a town and for properties in urban areas where city boundaries may spread from one county into a neighboring jurisdiction. In rapidly urbanizing areas, corporate boundaries change periodically.

The consequence of not verifying the current, correct political subdivisions for the property is that the appropriate local governments are not notified of their opportunity to comment on a nomination. When this happens, the nomination review is invalidated under the federal regulations, and the comment period and review period must start again from the beginning.

For quick reference, the following location codes for Washington are repeated from Bulletin 16A.

The code for the state of Washington is: WA.

001	Adams	039	Klickitat
003	Asotin	041	Lewis
005	Benton	043	Lincoln
007	Chelan	045	Mason
009	Clallam	047	Okanogan
011	Clark	049	Pacific
013	Columbia	051	Pend Oreille
015	Cowlitz	053	Pierce
017	Douglas	055	San Juan
019	Ferry	057	Skagit
021	Franklin	059	Skamania
023	Garfield	061	Snohomish
025	Grant	063	Spokane
027	Grays Harbor	065	Stevens
029	Island	067	Thurston
031	Jefferson	069	Wahkiakum
033	King	071	Walla Walla
035	Kitsap	073	Whatcom
037	Kittitas	075	Whitman
		077	Yakima

Narrative Description of the Property

The National Register form consists mainly of two essays. The first describes the physical character of the property and the second gives the historical or cultural background of the property. The two narratives are of equal importance. The first verifies the essential integrity of the property; the second states why the property meets the National Register criteria for evaluation.

Architectural Classifications

Architectural classifications are not always cut-and-dry. But even buildings that exhibit elements of several different styles usually reflect a dominant stylistic character, and in such cases, it is the dominant style that is important to identify.



Figure 3: Tudor Revival style house, Vancouver

The list of architectural data categories used for the National Register Information System and the architectural classification system used for the Washington Historic Property Inventory are essentially compatible. The state's system is somewhat more specific in order to facilitate the needs of our database system and the goal of being able to compare and contrast like and dis-like resources. It includes the Northwest Regional style, and references to vernacular dwelling types, as well as terminology for resources built in the later part of the 20th Century.

Preparers of National Register nominations should select a style category and sub category from Bulletin 16A that most closely fits the stylistic character and period of the property. The State's preferred term for the category, if it differs, may be given alongside in parentheses, and then further explained and defined in the narrative.

WASHINGTON'S ARCHITECTURAL STYLE LIST

EARLY WASHINGTON BUILDINGS	1833-1870	Log Colonial Georgian Federal
CLASSICAL REVIVAL	1840-1865	Classical Revival Greek Revival
MEDIEVAL REVIVAL	1850-1910	Romanesque Revival Gothic Revival (<i>High Victorian Gothic, Rural Gothic</i>) Castellated
RENAISSANCE AND BAROQUE REVIVALS	1855-1890	Italianate (<i>High Victorian Italianate, Bracketed, Western False Front</i>) Italian Villa Egyptian Revival Second Empire Baroque
ECLECTIC STYLES OF MIXED ORIGIN	1870-1905	Stick / Eastlake Queen Anne Shingle Chateaufesque
PECULIARLY AMERICAN STYLES OF THE LATE 19 TH C.	1885-1915	Richardsonian Romanesque Commercial Chicago School (<i>Sullivanese</i>)
COLONIAL REVIVAL	1890-1915	Colonial Revival
ACADEMIC CLASSICISM	1890-1915	Beaux Arts Classicism American Renaissance (<i>Renaissance, Neo-Classical</i>)
ARTS AND CRAFTS MOVEMENT	1900-1930	Arts and Crafts (<i>English Arts & Crafts</i>) Prairie School Craftsman (<i>Craftsman Bungalow</i>) Adirondack Rustic American Foursquare
HISTORIC PERIOD STYLES OF THE 20 TH CENTURY	1910-1935	Tudor Revival (<i>English Cottage, Elizabethan, Tudor Cottage, Cotswold, Provincial, Norman Farmhouse</i>) Jacobethan Colonial Revival (<i>Cape Cod, Williamsburg, Dutch Colonial</i>) Georgian Revival

		Spanish Colonial Revival <i>(Mediterranean, California Mission, Pueblo)</i> Italian Renaissance French Renaissance Classical Revival <i>(Greek, Roman)</i> Romanesque Gothic Egyptian Exotic <i>(Moorish, Far-Eastern, Pre-Columbian)</i>
MODERNISTIC AND EARLY MODERN STYLES	1925-1945	Art Deco Art Moderne <i>(Streamline Moderne, PWA Moderne, Zig Zag)</i> Stripped Classical National Park <i>(Rustic)</i> Early Modern
MODERN PERIOD	1930-2005	Modern Commercial Northwest Regional Wrightian Minimal Tract World War II Cottage Ranch House International Miesian New Formalism Neo-Expressionism Brutalism Populuxe Post-Modern Highway Commercial <i>(Strip Development)</i>
OTHERS	1840-2005	Vernacular <i>(Lacking stylistic character by which to categorize above)</i> Industrial Agricultural Utilitarian Octagon/Round Roadside Workingman's Foursquare

For assistance in determining the appropriate architectural classification for buildings, the following style guides are recommended.

McAlester, Virginia and Lee, *A Field Guide to American Houses* (New York, New York: Alfred Knopf, 1989).

Poppelier, John C., S. Allen Chambers and Nancy B. Schwartz, *What Style Is It? A Guide to American Architecture* (Washington, D.C.: The Preservation Press, 1983).

Wiffen, Marcus, *American Architecture Since 1780: A Guide to the Styles* (Cambridge, Mass: MIT Press, 1969).

For assistance in selecting appropriate terminology for describing architectural features and the history of the built environment in Washington, the following are recommended.

Built in Washington: 12,000 Years of Pacific Northwest Archaeological Sites and Historic Buildings (Pullman, WA: Washington State University Press, 1989).

Gottifred, Herbert and Jan Jennings, *American Vernacular Design, 1870-1940* (Ames, Iowa: Iowa State Press, 1993).

Phillips, Steven J., *Old House Dictionary: An Illustrated Guide to American Domestic Architecture, 1600-1940* (Washington, D.C.: The Preservation Press, 1992).

For assistance in placing buildings and landscapes in the context of historical developments in architecture and landscape design, the following general surveys are recommended.

Tishler, William H., ed., *American Landscape Architecture: Designers and Places* (Washington, D.C.: The Preservation Press, 1989).

Vaughan, Thomas, and Virginia Guest Ferriday, eds., *Space, Style and Structure: Building in Northwest America* (Portland, Oregon: Oregon Historical Society, 1974).

Physical Description

A thorough and systematic description of the property begins with a summary characterization and flows in a logical manner from the general to the specific; from the setting and exterior of the structure to the interior, from the main building or buildings to accessory features. For individual buildings, the following outline may be helpful in developing an orderly description.

Functional and stylistic type (ie.. (Gothic Revival Church, Queen Anne Style House, etc..)

Location and compass orientation

General Characteristics

Overall shape and basic dimensions of ground plan

Number of stories

Structural frame

- Wall construction and finish materials
 - Roof shape and material
 - Foundation type and material
- Special features including location, number and appearance of:
 - Porches (verandas, stoops, shed attachments, etc..)
 - Windows
 - Doors
 - Chimneys
 - Dormers
 - Other salient features
- Important decorative elements (window and door trim, porch and verge board trim, etc..)
- Interior
 - Layout of spaces
 - Principal features (staircases, fireplaces, etc..)
 - Distinguishing finish work and decorative features
- Outbuildings (number, type and relative location)
- Important features of the immediate environment (topographic elements, landscape plantings, roads, water courses, etc...)
- Description of modifications to property

Those preparing nomination documents for historic districts or archeological sites will find similar suggested outlines for narrative descriptions in Bulletin 16A.

Describing a Property's Developmental History

As pointed out in Bulletin 16A, the developmental history of the property is an important aspect of the description. **The State of Washington requires that a portion of the descriptive narrative be devoted to significant alterations or changes to the property over time.** Note that not all change is threatening to the integrity of a property. In many cases, alterations which were carried out early in the property's history, possibly by members of the family historically associated with the property, have achieved significance in their own right. It is essential, however, to distinguish between historic alterations and those which are incongruous and made without regard to a building's character.

If plans are under serious consideration to reverse misguided alterations, it may be mentioned. However a nomination will be evaluated at the level it is at the time of the nomination, not to a level of what the resource will be in the future. If there are current plans to alter a building through an addition or to rehabilitate the building and adapt it to a new use, a further section should be added to the narrative to describe those plans. When alterations to a building are structural in nature and have resulted in the reconfiguration of interior spaces and/or the addition of a new wing or story to the structure, it is recommended that preparers of nomination forms illustrate their narrative with a series of dated sketch floor plans which show the evolution of the property.

Documenting the Integrity of Building Interiors

A well-preserved building interior is one which conveys the spatial organization, or layout; the salient features, characteristic finishes and general chromatic character of the building's period of significance. It is uncommon to find that each space in every story of a building is unmodified. The state of interior preservation, however, enters into overall evaluation of a property's integrity.

In adaptive use rehabilitation, more latitude can be given to changes that have occurred in secondary spaces and service areas than in rooms that are used for ceremonial purposes or public service areas.

In interiors, as in architectural settings in general, alterations can be valuable as part of the record of the building's use in the historic period. Even when museum quality restoration is the goal, it is considered better to retain historic alterations, than to engage in speculative reconstruction that is not based on physical or documentary evidence.

As a rule of thumb, to be approved for listing in the National Register, a building constructed in Washington should possess three essential attributes with regard to interiors:

1. The primary interior spaces should retain their **original organization**, which is sufficient to convey the building's historic function and the aesthetic and cultural values of the period of significance. In cases where important, character-defining spaces have been subdivided in adaptive use, partitions should be reversible without destroying the significant features of the space.
2. Primary interior spaces should retain their **original salient features** (staircases, chimney pieces, built-in cabinetry, etc..) which are sufficient to convey the building's historic function and the aesthetic and cultural values of the period of significance.
3. Primary interior spaces should retain, in substantial part, their **historic finishes** or, in cases where replacement work has been required, the majority of flooring, woodwork and wall surface treatment, and ceiling decorations, are appropriate to the building's period and type as demonstrated by research and physical investigation.

In documenting historic buildings, it is important to record original color treatments of walls and wood trim if they are known. Authentic color key (exterior and interior paint colors) which are consistent with the building's historic period and type as demonstrated by research and physical investigation, weigh to the advantage of a building in the overall evaluation.

Historic Districts

For details in preparing historic district applications see the Washington State District Guidebook supplement. Whether urban or rural, a property-by-property

inventory should be compiled. Each separately held tax lot within the district boundaries **needs to be assigned an inventory number and a classification** which indicates whether the property contributes to the significance of the district. Each property should be listed numerically by address within an alphabetical street-by-street list. Property inventory numbers should be assigned in a logical, easy-to-follow sequence, which is keyed on a map displaying the district boundaries and legal lot lines.

Preferred Arrangement for Description listing of Property in Historic Districts

502 NW Grant Avenue	Historic Name: Jones, Amanda House	Built: 1923
Brooks Addition:	Block 4	Lot: 6 Legal: 171232CD16300
Style: Craftsman Bungalow	Builder: Unknown	Architect: Unknown
Rank: Historic Non-Contributing	Site ID #: 261	
Description: House is a modest example of a simple side-facing Craftsman style Bungalow. The home, originally clad with 2" exposure clapboard siding, is now clad with modern T-1-11 siding. Windows wood are one-over-one double hung. A half round three-step entrance stoop adds decoration to a simple entry.		
Cultural Data: The first known occupant of the home is Amanda Jones. From 1923 to 1943 Ms. Jones worked as a nurse at the Mayne Hospital on Capital Hill.		
Accessory Structure: Shed	Built: 1975	
Description: Non-Historic Non-Contributing shed with vertical standing seam siding and a gable roof.		

Every property will fall into one of the four categories as defined below. Washington's system for classifying contributing status in historic districts is based, not on prominence or associations, but simply on the property's ability to clearly convey its period of development. For historic districts in Washington, the built date and visual integrity are used to determine whether a property "contributes". Identifying the district's overall historic period of significance is an important first step. Under Washington's guidelines for Special Valuation, a tax incentive program that encourages the rehabilitation of historic properties, only those owners of properties that are individually registered or registered as a "contributing" resource within an historic district are eligible to apply for the benefit. Don't forget to evaluate accessory dwellings and to assign those structures a category as well.



Figure 4: Downtown Historic District, Waitsburg.

Under Washington's guidelines for Special Valuation, a tax incentive program that encourages the rehabilitation of historic properties, only those owners of properties that are individually registered or registered as a "contributing" resource within an historic district are eligible to apply for the benefit. Don't forget to evaluate accessory dwellings and to assign those structures a category as well.

The following categories for the listing of historic districts should be used in compiling a nomination for a district.

Historic Contributing: Properties that were built during the historic period of significance and retain sufficient integrity in location, materials, design and setting, workmanship, feeling and or association to convey a sense of history.

Historic Non-Contributing: Properties that were built during the historic period of significance but do not exhibit sufficient historic integrity in location, materials, design and setting, workmanship, feeling and or association to convey a sense of history.

Non-Historic Non-Contributing: Properties that were constructed outside the period of significance for a district.

Vacant: A parcel of land that is undeveloped. Vacant parcels are of neutral rank in the classification system used in Washington. They are counted neither as Contributing or Non-contributing resources.

All district nominations should include a series of maps which indicate the levels of properties within the bounds of the district, the distribution of style and ages of properties within the districts, and an overall community map which shows the relationship of the district to the surrounding environment.

Guidelines for Determining Contributing Status in Historic Districts

The following rules of thumb are offered to help preparers of district nomination distinguish between those properties which contribute to the historic character of the neighborhood and those which no longer can be considered to contribute as a result of alterations. These rules of thumb apply equally to buildings in commercial districts and residential neighborhoods.



If the building was constructed during the period of significance and displays characteristics that make it readily recognizable as an example of a particular architectural style or vernacular type, it meets the basic test for contributing status. All that remains is to visually evaluate the building's integrity. To qualify as "Contributing" a building should rate high on the positive side of the checklist. Several marks on the negative side indicate the building should be classified as a "Historic Non-Contributing" property in its current condition.

If proponents are unclear as to the level of integrity of properties, they are encouraged to consult with the staff at the DAHP. Typically the staff will conduct a site visit with the proponent in order to better assess the resources that are being nominated.

EXTERIOR ELEVATIONS – SIDING

YES		NO
	Original siding materials intact.	
	Secondary sidings, even though possibly applied during the historic period of significance, obscure historic detailing. Detailing was permanently removed to facilitate the installation of new siding.	
	Non-historic coverings have been applied but have not obscured historic trim and detailing around doors and windows, water tables, primary and secondary cornices, rafter tails, decorative fenestration. Non-original coverings were applied during the historic period of significance (50 years ago or more) and are documented.	

EXTERIOR ELEVATIONS – CHARACTER DEFINING DETAILS

YES		NO
	Most stylistic hallmarks are present, if not necessarily fully intact (some elements may be in need of maintenance or repair).	
	Basic stylistic characteristics, such as porches, bays and decorative trim are missing. Changes have occurred in siding configuration, such as from horizontal to vertical.	

WALL OPENINGS

YES		NO
	All original openings in the walls (doors and windows) are intact. Original materials of window and door assemblies are intact.	
	Limited replacement of historic windows with non-compatible shapes and materials if the replacements are confined to secondary elevations and do not make up more than 10 percent of the existing windows.	
	Picture windows have been added to primary elevations that substantially alter the proportional relationship between wall plane and openings within the wall.	
	There is some modification to existing openings, such as limited in-like-kind replacement of materials. A limited repositioning of openings and historic detailing is reused or duplicated.	
	There has been a total replacement of historic windows with aluminum counterparts, even though they may be stylistically compatible.	
	There is a preponderance of non-compatible window replacements, particularly on primary elevations.	
	Wood, painted or enameled, or anodized aluminum storm windows have been installed.	
	Window replacements were made after the historic period of significance that are not consistent with the building's stylistic category (ie...multi-pane, double-hung sash installed, when one-over-one sash are appropriate).	

PORCHES

YES		NO
	Original stylistic features and materials are intact.	
	Substantial non-historic material replacements have altered the stylistic character of the porch (ie.. replacement of wooden porch columns with wrought iron upright or a comprehensive replacement of deck, railings, stairs, and handrails).	
	The porch was replaced in the historic period of significance in a related style (ie.. a Craftsman style porch was added to replace a Queen Anne veranda).	
	Configuration of the original porch has been radically altered (ie.. the replacement of a wrap-around veranda by a single bay).	
	The original porch was enclosed, wholly or in part, during the historic period. The enclosure is compatible with historic siding and detailing.	
	The majority of original features are intact, but some alterations were undertaken later in the historic period of significance (ie.. porch post or railings may not be original, but are compatible with the style of the bldg).	

NEW CONSTRUCTION

YES		NO
	New stairways required under building code have been incorporated into the mass of the building.	
	Significant original features were destroyed to accommodate code-related exterior stairs and other additions.	
	Code variances under Section 104(f) of the Uniform Building Code were sought to retain such qualities as historic railing height and window opening size to forestall door and window replacements, second exit from upper floors, and removal of lead-based paint when existing conditions do not jeopardize health and safety.	
	Attached or detached addition is not compatible in style with the original volume and is not subordinate in scale to the main volume of the building. An addition has been placed on the main façade.	
	Attached and detached additions are compatible with style, mass, materials, and openings of the historic volume, but are detailed with enough restraint to make them distinguishable from original construction.	
	Building code-related alterations which undertaken without application of variances available under Section 104(f) of the Uniform Building Code.	

Describing the Overall Character of Historic Districts

To document the cohesive visual character of a district as a whole, a summary description should precede the property-by-property inventory. A good overall characterization would include:

General

Geographic location and topography
Size and state of preservation
Typical building types, styles, intrusions
Range of construction dates
Plat characteristics (gridiron, contoured, etc.)
Natural and developmental boundaries

Vistas and landscape features

Park or parkway development
Principle vistas, internal and external
Street width, street surfacing, sidewalks
Street lighting, overhead lighting
Alleyways and outbuildings
Plantings and fence enclosures

Statement of Significance

The second narrative section of the National Register form defines the significant qualities and associations that make a property eligible for listing in the National Register. The key to preparing a successful essay is to stay focused on the applicable criteria for evaluation and to demonstrate how the property meets those criteria. **Your narrative should state in the opening paragraph which criteria the resource is being nominated under and the reasons why it follows that criterion.** The narrative must be demonstrated whether the property is a good representative example of the period and area of significance that has been selected. Note that all resources used in developing the statement of significance are required to be documented in the form of footnotes or endnote.

After selecting the area, or areas of American history, culture, or prehistory in which the property is significant, it will be necessary to discuss the property in terms of its historic context to show why the property is outstanding. As applied to the National Register nomination process, a historic context should be an organized framework that groups information concerning the related historic resources according to theme, geographic limits and chronological period. More simply, the context is the social and historical background against which the prominence of the property under discussion is made clear.



Figure 5: Hallett House in Medical Lake.

Demonstrating the significance of a property calls for an understanding of the patterns, trends, or fashions in American history and culture that are represented

by the nomination. It also calls for a reasonable amount of information about comparable resources in the locality, the state or the nation, depending on the property's level of significance. Knowing the resource base of the neighborhood, the city, county, or state makes it possible to judge whether or not, and on what level, the property proposed for nomination is an important and well-preserved representation of its type or style. This comparative analysis of resources is an integral part of developing the historic context.

To see how a property can be shown to meet Criterion A in the area of social history at the local level of significance, take the example of a grange hall. A historic context for the statement of significance would be developed to include a brief discussion of the origins and growth of the grange movement in the east and Midwest in the 19th Century, as well as its early introduction to and dispersion throughout the State of Washington. Once this background information has been established, the context would focus on the grange in the local setting. The discussion would likely not be merely a history of the grange group which built the hall, but it should show specifically how the grange contributed to the importance of community life from the time in which it was erected, to the end of the period of significance. The hall could be distinctive as the seat of a founding grange from which other groups branched out. Or it might have been the important social outlet in an isolated rural farming community.

Please refer to Bulletin 16A for detailed guidance on preparing the statement of significance.

Evaluating the Work of Prominent Architects & Builders

A building designed by a prominent architect or builder should be evaluated in the context of the architect's or builder's full body of work and the period in which the building was designed and constructed. An adequate statement of significance should contain the following information, as well as clear indication of the sources that were searched in an effort to obtain the information.

General

- Architect's/builder's lifespan (birth and death dates)
- Architect's/builder's professional training/apprenticeship
- Span of the architect's/builder's career in Washington
- General idea of the scope of the architect's/builder's body of work
- Frequently occurring building types in the body of work indicating areas of specialization
- Location of primary records, such as drawings and papers



Figure 6: Robert Billsbough Price, Architect

Specific to the Property Proposed for Nomination

- Include a general chronological rank of the nominated property in the architect's/builder's body of work (early, middle, late)
- Discuss the quality of the nominated property as representative of a type in the architect's/builder's body of work
- Discuss the distinction of the property in resolving issues of design and siting
- Discuss the distinction of the nominated property in the use of materials, in craftsmanship, details, etc..

Geographical Data

It is important to select the boundaries of an area proposed for a nomination that encompasses, but does not exceed, the full extent of the significant, or "contributing" resources that make up the property. Typically this is the tax lot onto which the resource is located. While the area to be registered should be large enough to include all the contributing features, it should not include a "buffer zone," or additional acreage that bears no relationship to the historic period of significance for the nominated property. Open space may be included if it is associated with the property historically and conveys the historic setting in visual and functional terms. On the other hand, the boundaries should not include acreage historically associated with the property if that acreage has lost its integrity due to subdivision or developmental changes.

The preparer is required to submit one full, clean original **U.S. Geological Survey Topographic Quadrangle map** which covers the location of the nominated property. USGS Quad sheets are available for sale in many stationary or office supply stores, as well as outdoor sporting good stores. The maps should be printed original quad maps. Color copies generated from computer software applications will not be accepted. For historic district nominations, the preparer must submit a sufficient number of quadrangle maps to show the full scope of the district. For multiple property nominations, a separate quadrangle map must be accompanied with each nomination.

Universal Transverse Mercator (UTM) grid references pinpointing the precise location of the property should be provided by the preparer of the nomination. Note the website **topozone.com** will calculate the UTM coordinates for you. DAHP and NPS use NAD83 projection references. Include within the nomination packet that is sent to DAHP, an appropriate U.S.G.S. Topographic Quadrangle map that is marked with the correct boundaries using a #2 pencil. A smaller 8 ½ x 11 map which is a portion of the larger USGS map should be part of the formal nomination continuation sheet packets.



All nominations must include a concise explanation of the rationale for selecting the boundaries of the property for proposed nomination. When the boundaries conform precisely to legally recorded lot lines, the

boundary justification can be a very simple statement. The justification will require more explanation if the area is large in scope and has a complex or irregular configuration. The following is a recommended format for boundary descriptions and justifications.

Verbal Boundary Description

The nominated area is located in the NE ¼ of Section 32 south, Range 4 West, of the Willamette Meridian, in Clark County, Washington, and is legally described as the east one half of Lot 11, Block 1 of the original plat of Vancouver, Washington. It is otherwise identified as Tax Lot 34500 at the said location.

Boundary Justification

The nominated property encompasses the entire urban tax lot (50 x 100 feet) that is occupied by the John Smithson House.

Additional Documentation

The preparer of the nomination form is also required to submit a **County Assessor's Map** or **Plat Map** which shows the full extent of the tax lot, or portions of the tax lot that are proposed for nomination. Don't forget to include a north arrow and a scale bar.

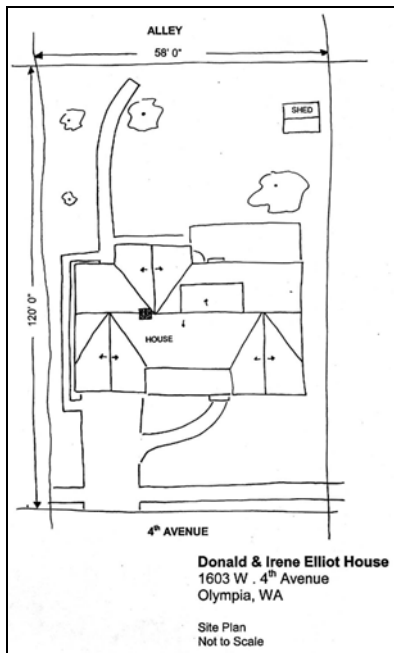
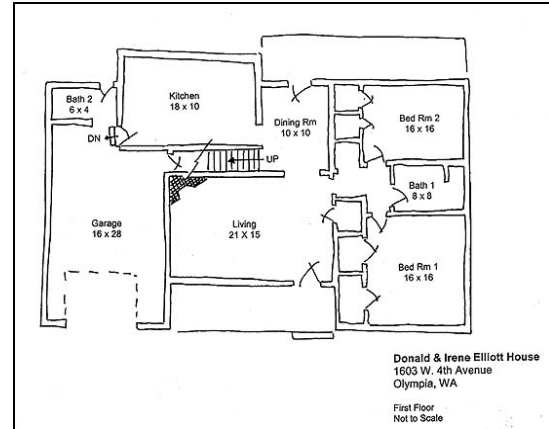
The area of the nominated property should be shaded or hatched carefully so that lot line dimensions and other information is not obscured. Photo-copied portions of an Assessor's map or plat map will be accepted in lieu of the complete map provided the full map reference number is reproduced and the nominated property is shown in relationship to the nearest cross roads or road crossing of a major water course. Note if key street or road names do not appear on the photocopied portion of the map, the road names, or road designations must be added by the preparer.

For district nominations, the preparer must supply a base map of adequate scale or a sufficient number of Assessor's maps to show the lot lines of each of the properties within the district. A district map or diagram, reduced to 8 ½ x 11 inches, or if necessary 11 x 17 inches in size, must also be included to illustrate the boundaries of a district and the distribution of Contributing vs. Non-Contributing resources. Additional maps may be necessary depending on the complexity of the district nomination.

Sketch Floor Plans of buildings nominated individually or as the primary buildings within a compound property (such as a farmstead), must be provided to supplement the narrative description of the interior layout. A series of sketch floor plans is a useful tool in illustrating the evolutionary change of a property, particularly when there has been significant additions to a building over time. The plans do not need to be rendered by an architect or draftsman, but should

show the layout and spatial arrangements of the structure. Each room should be labeled and general dimensions given.

Additional attachments such as advertisements, logos, or Sanborn maps which tie directly to the nomination, can be provided on continuation sheets. Examples might include an advertisement for a hotel, or a promotional brochure cover.



A **Sketch Site Map** must be provided for all nominations to indicate the location of buildings and accessory structures in relation to the landscape, as well as site boundaries. Include such items as a north arrow, large vegetation on the site, outbuildings, main structures, walkways and driveways and landscape features such as rock walls, fountains, etc..

Label the various buildings and important features as well as indicate the property dimensions. Indicate with arrows the pitches of the various roofs.

Photographs

The preparer is required to submit **two complete sets of black and white photographs** that give an adequate representation of the property. The photographs can either be chemically processed photographs or printed digital images with accompanied digital files meeting strict NPS standards. The object of the images is to illustrate those qualities discussed in the description narrative and statement of significance. Photographs are to be unmounted, medium-weight, glossy or matte finish, and of good quality. Images taken on a camera then scanned onto hard copy stock paper are not acceptable. Photographs should be printed on fiber-based or properly processed resin coated photographic paper. The photographs must clearly depict the current condition

of the property. At a minimum at least six images are required, one of each the exterior elevations and two interior images. Detailed shots of chimneys, doors, kitchens etc.. can further document the significance of a property. Supplementary prints of copies of historical photographs are recommended and encouraged. If criterion B is chosen for the nomination, an image of the important individual is recommended to be included in the series of photos.

The state's preferred format for black and white photographs is either 5 x 7 or 8 x 10 inches. In the case of historic districts or compound properties where a large amount of photographs are needed, the state will accept 3 x 5 inch photographs for the set of prints that will be retained for the State's records. Please check with the DAHP staff before submitting smaller photographs.

All photographs should be labeled in a neat legible hand, using a soft pencil or permanent marker on the back. Care should be taken in writing so the emulsion side is not broken or embossed. Do not use self-adhesive labels, because over time they will separate from the photograph and their acidity causes the photograph to deteriorate. The following format should be used to label each photograph:

- **Property Name**
(For districts, give the name of the individual building or its street address following the district name and also give the property-by-property inventory number by which the property can be found in the narrative description and on a map)
- **Property Street Address**
- **City, County and State where the property is located**
- **Name of Photographer**
- **Date of Photograph**
- **Description of view, such as Main Façade, looking north, or Front (South) elevation.**
- **Photograph number in relation to the complete series; for example 1 of 16**

Note: Photographs should be organized and numbered in a logical sequence, proceeding from general view to details, exterior to interior, main hall and formal rooms to private rooms, etc.

Digital Images

The final requirement with regards to exhibits that must accompany National Register nomination forms are a variety of **color digital images** of the property (min.150 dpi). The preparer must submit digital images of the property proposed for nomination to illustrate the setting, characteristic views and details of the exterior and interior of the resource (eight to twelve representative property views). The number of images required depends on the complexity of the property. Eight images are considered to be a minimum. However up to 20 images is optimum for individual houses or commercial buildings. To be

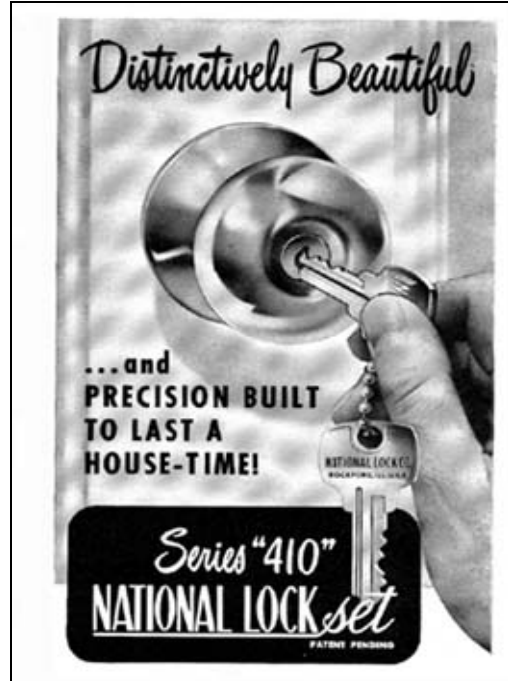
adequately represented, a historic district or multiple property submission could require as many as 30 or 40 images, depending upon the scope of the proposal.

Each image should be saved and named using the historic name of the property and/or the address, the city or vicinity, and the description of the view. The images are used by staff of DAHP to present a summary of the application using a powerpoint presentation during the meeting for review by the State Advisory Council on Historic Preservation. The digital images are retained as part of the permanent records of DAHP and may be used in publications. If the nomination proposal is a historic district or multiple property submission, the preparer of the nomination is typically responsible for the creation of the powerpoint narrative and its presentation. A copy of the powerpoint show is retained as part of the permanent records of DAHP.

Keys to a Successful Nomination

To ensure that the application is complete, and that common errors and omissions are avoided, the following is a checklist to consider.

- Has the form been checked for typographical errors and are all proper names correctly and consistently spelled?
- Is the name and address, with zip code of the property owner provided?
- Is the Assessor's or Plat map showing the boundaries or the nominated area included?
- Are acreage and boundary descriptions, and justification for selecting the boundaries of the nominated area given?
- Is the basis for assigning the building's date of construction stated?
- Is the basis for attributing the building's design and construction to a particular architect or builder stated?
- Does the narrative description of the property include a concise history of alterations and additions?
- Does the narrative description of the property include a discussion of current or planned renovation work?
- Is the life span (years of birth and death) of the significant person associated with the property given?
- Is it clear what the significant person contributed to the importance of the community? Were those contributions made during the time the person occupied or was otherwise associated with the property?
- Have the beginning and ending dates of significance been explained?
- Has the narrative statement of significance been documented with either footnotes or endnotes?
- Does the statement of significance focus on the criteria for evaluation and the areas of significance that apply?
- Does the statement of significance support the property's level of significance as selected?
- Is the distinction of the property among properties of comparable type supported by survey data?
- Has a sketch floor plan of the structure with room dimensions been included?
- Is the USGS Quad included? Only one quadrangle map is required.
- Are the black and white photos and/or digital images correctly labeled and included in duplicate?
- Are there at least eight digital color images included as part of the submittal?
- Have you included a copy of the nomination on a 3.5 disc or CD rom in your packet that you are sending to DAHP?
- If you're submitting a Multiple Property Documentation form, does it include at least one individual resource written as an individual nomination?



CONTEXT STUDIES, MP NOMINATIONS AND OTHER DOCUMENTATION

The following is a list of resource documentation that has been compiled to date for a variety of resources types in Washington State. Copies of any of the studies are available for research purposes.

Key: Multiple Property Submission (MPS), Thematic Register (TR) nominations and Multiple Resource (MRA)

Rural Historic Landscapes

- GRAIN PRODUCTION PROPERTIES IN EASTERN WASHINGTON, MPS
- AGRICULTURE STUDY UNIT (Context Study)
- DAIRY FARM PROPERTIES OF THE SNOQUALMIE RIVER VALLEY MPS
- AGRICULTURE IN THURSTON COUNTY: FIRST SETTLEMENT TO 1951 MPS

Transportation Related

- MILWAUKEE ROAD, MPS
- HISTORIC BRIDGES IN WASH: 1951-1960, MPD
- HISTORIC BRIDGES IN WASH: 1941-1950, MPD
- HISTORIC BRIDGES/TUNNELS IN WASH: Pre 1940 TR
- INVENTORY & EVALUATION OF HISTORIC PROPERTIES ASSOCIATED WITH TRANSPORTATION IN WASHINGTON STATE (Context Study)
- TRANSPORTATION STUDY UNIT (Context Study)
- US NAVY SHIPWRECKS AND SUBMERGED NAVAL AIRCRAFT IN WA (Context Study)

Counties, Cities, Towns & Communities

- BOTHELL, WASH, MPS
- CENTRALIA ARMISTICE DAY, 1919, MPS
- CHEHALIS, MPS
- CIVIC, CULTURAL AND COMMERCIAL RESOURCES OF LONGVIEW, TR
- DOWNTOWN OLYMPIA, MRA
- EASTERN JEFFERSON COUNTY, MRA
- GRANDVIEW, MRA
- HILLTOP NEIGHBORHOOD:TACOMA, MPS
- HISTORIC HOUSES OF DAYTON, TR
- KIRKLAND LAND IMPROVEMENT COMPANY, TR
- OLYMPIA RESIDENTIAL ARCHITECTURE, MPS
- YAKIMA, TR & YAKIMA HISTORIC SURVEY (1985)
- HISTORIC RESOURCES IN GRANDVIEW, WASH. (Context Study)
- HISTORIC RESOURCES SURVEY OF BAINBRIDGE ISLAND, WASH (Context Study)
- NEWCASTLE, HISTORIC SURVEY REPORT
- RITZVILLE HISTORIC RESOURCE INVENTORY (1993)
- YELM, GUIDE TO HISTORIC REOSURCES (1993)

Maritime Related

- MARITIME RELATED RESOURCES OF BUDD INLET, MPS
- PUGET SOUND NAVAL SHIPYARD SHORE FACILITIES, TR
- LIGHT STATIONS OF THE UNITED STATES, MPD

Cultural Groups

- ASIAN / PACIFIC AMERICAN (Context Study)
- BLACK HERITAGE SURVEY OF WASHINGTON STATE (Context Study)

Building Groups and Types

- APARTMENT BUILDINGS BY ALBERT HELD, TR
- CARNEGIE LIBRARIES OF WASHINGTON STATE, TR
- DEPRESSION-ERA BUILDINGS, TR
- HISTORIC FIRE STATIONS OF TACOMA, WASHINGTON, TR
- HISTORIC US POST OFFICES IN WASHINGTON, MPS
- MISSIONS OF STEVENS COUNTY, TR
- NORWEGIAN SETTLEMENT IN PARKLAND, MPS
- RURAL PUBLIC SCHOOLS OF WASHINGTON, MPS
- SEATTLE PUBLIC SCHOOLS (Context Study, 1989)
- SINGLE RM OCCUP. HOTELS IN THE CENTRAL BUSINESS DIST, SPOKANE, MRA
- VICTORIAN RESIDENCES IN PORT TOWNSEND, TR
- HYDROELECTRIC POWER PLANTS IN WASH. 1890-1938, MPD
- MOVIE THEATERS IN WASH. STATE FROM 1900 TO 1948, MPD
- RESIDENTIAL VERNACULAR ARCHITECTURE IN WASHINGTON STATE FROM EARLY SETTLEMENT TO 1945 (Context Study)

USFS Sites

- USDA FOREST SERVICE ADMINISTRATION BUILDINGS IN OREGON AND WASHINGTON
- USDA FOREST SERVICE FIRE LOOKOUTS ON MT. BAKER SNOQUALMIE NAT. FOREST, MPS
- USDA FOREST SERVICE FIRE LOOKOUTS ON WENATCHEE NF, MPS
- MT. RAINIER NATIONAL PARK, MPS
- NORTH CASCADES NATIONAL PARK SERVICE COMPLEX, MRA
- HISTORIC RESOURCES OF OLYMPIC NATIONAL PARK MPD

Archaeology

- ABERDEEN & HOQUIAM STUDY UNIT
- ISLAND COUNTY STUDY UNIT
- MID-COLUMBIA STUDY UNIT
- SOUTH CASCADES STUDY UNIT
- SOUTHERN PUGET SOUND STUDY UNIT
- EASTERN WASHINGTON PROTOHISTORIC STUDY UNIT
- MAKAH TRADITIONAL CULTURAL PROPERTY STUDY
- PALEO-INDIAN STUDY UNIT – RESOURCE PROTECTION PLANNING PROCESS
- PREHISTORIC CULTURAL RESOURCES OF SAN JUAN COUNTY, WASH.
- PREHISTORIC CULTURAL RESOURCES OF SNOHOMISH COUNTY
- CLOVIS CACHE AT EAST WENATCHEE WASH. – MEHRINGER, JR.
- MAKAH TRADITIONAL CULTURAL PROPERTY STUDY

National Historic Landmarks

- ADVENTURESS SCHOONER
- AMERICAN AND ENGLISH CAMPS
- ARTHUR FOSS TUGBOAT
- CHINOOK POINT
- DUWAMISH FIREBOAT
- FIRBOAT NO. 1
- FORT NISQUALLY GRANARY
- FORT WORDEN
- LIGHTSHIP NO 83 "RELIEF"
- LONGMMIRE BUILDINGS
- MARMES ROCKSHELTER
- MOUNT RAINIER NATIONAL PARK
- PARADISE INN
- PORT GAMBLE HISTORIC DISTRICT
- PIONEER BLDG, PERGOLA, & TOTEM POLE
- PORT TOWNSEND HISTORIC DISTRICT
- PUGET SOUND NAVAL SHIPYARD
- SEATTLE ELECTRIC CO. GEORGETOWN STEAM PLANT
- YAKIMA PARK STOCKADE GROUP
- W.T. PRESTON SNAGBOAT
- BONNEVILLE DAM HISTORIC DISTRICT

DEPARTMENT OF ARCHAEOLOGY AND HISTORIC PRESERVATION STAFF

<p><i>State Historic Preservation Officer</i> Allyson Brooks (360) 586-3066 Governor's Office, Legislators and Congressional Delegation, general questions regarding all issues. E-Mail: allyson.brooks@dahp.wa.gov</p>	<p><i>State Archaeologist</i> Robert Whitlam (360) 586-3080 Archaeology, Native American tribes and tribal issues, excavation permits, Archaeology Month. E-Mail: rob.whitlam@dahp.wa.gov</p>
<p><i>Deputy State Historic Preservation Officer</i> Greg Griffith (360) 586-3073 Historic property survey & inventory process, historic preservation planning, Section 106, SEPA, grants, Growth Management. E-Mail: greg.griffith@dahp.wa.gov</p>	<p><i>Historical Architect</i> Stephen Mathison (360) 586-3079 Investment tax credits, Section 106 compliance, technical assistance re: rehabilitation of historical properties, grants, Secretary of the Interior's Standards E-Mail: stephen.mathison@dahp.wa.gov</p>
<p><i>Architectural Historian</i> Michael Houser (360) 586-3076 Architectural history, National and State Register Programs, State Advisory Council on Historic Preservation, Section 106 review, Website, Determinations of eligibility. E-Mail: michael.houser@dahp.wa.gov</p>	<p><i>Local Preservation Programs Coordinator</i> Megan Duvall (360) 586-3074 Certified Local Government's (CLG's) design reviews, Special Valuation, DAHP newsletter, survey & Inventory program. E-Mail: megan.duvall@dahp.wa.gov</p>
<p><i>Preservation Design Reviewer</i> Russell Holter (360) 586-3533 Historic Preservation Design Review and Consultation, National Historic Preservation Act, Section 106, training coordination. E-Mail: russell.holter@cted.wa.gov</p>	<p><i>Financial Manager</i> Loren Doolittle (360) 586-3072 Budget issues, grants and contracts. E-Mail: loren.doolittle@dahp.wa.gov</p>
<p><i>Administrative Assistant</i> Zee Hill (360) 586-3077 Administrative policies, consultant research appointments & billing, personnel, all office management functions. E-Mail: zee.hill@dahp.wa.gov</p>	<p><i>Cartographer 1</i> Wilkowski, Erin (360) 586-3081 Data entry and GIS management. E-Mail: erin.wilkowski@dahp.wa.gov</p>
<p><i>Cartographer 1</i> Amy Homan (360) 586-3075 Data entry and GIS management. E-Mail: amy.homan@dahp.wa.gov</p>	<p><i>Cultural Resource Data Manager</i> Rick Anderson (360) 586-3070 Map sites and properties, archaeological & historic data sets, assist consultants. E-Mail: rick.anderson@dahp.wa.gov</p>
<p><i>Resource Protection</i> Ann Anderson (360) 586-3078 Data entry and GIS management. E-Mail: ann.anderson@dahp.wa.gov</p>	<p><i>Assistant State Archaeologist</i> Stephenie Kramer (360) 586-3083 Archaeology, Native American tribes and tribal issues, excavation permits. E-Mail: stephenie.kramer@dahp.wa.gov</p>

Department of Archaeology and Historic Preservation

1063 S. Capitol Way, Suite 106 Olympia, WA 98501

(Mailing Address) PO Box 48343, Olympia, WA 98504-8343

(360) 586-3064 Voice (360) 586-3067 Fax Visit our web site at: <http://www.dahp.wa.gov>



STATE OF WASHINGTON
Department of Archaeology and Historic Preservation
1063 S. Capitol Way, Suite 106 - Olympia, Washington 98501
(Mailing Address) PO Box 48343 - Olympia, Washington 98504-8343
(360) 586-3065 Fax Number (360) 586-3067

HISTORIC PRESERVATION CONSULTANTS

The following consultants have been determined to meet qualification standards for cultural resource management professionals. These standards (promulgated by the National Park Service and published in 36 CFR Part 61) define minimum education and experience required to perform identification, evaluation, registration, and treatment activities for historic properties. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the properties involved.

This list is distributed for the convenience of property owners, planners, and others who wish to hire consultants on a contractual basis for cultural resource documentation purposes. The consultants listed below have demonstrated capability to conduct surveys of historic properties and prepare nominations to the National Register of Historic Places and the Washington State Register of Historic Places. The Department of Archaeology and Historic Preservation serves only in a referral capacity and does not guarantee the quality of work produced by the consultants.

ANDREWS, MILDRED TANNER Ph.D.

851 NE 56TH ST
SEATTLE WA 98105
(206) 524-1426 / FAX (206) 985-9699
Email: gemil@uswest.net

APPLIED ARCHAEOLOGICAL RESEARCH

4001 NE HALSEY STREET SUITE #3
PORTLAND OR 97232
(503) 281-9451 / FAX (503) 281-9504

**ARCHAEOLOGICAL &
HISTORICAL SERVICES**

201 ISLE HALL
EASTERN WA UNIVERSITY
CHENEY WA 99004-2420
(509) 359-2239 / FAX (509) 359-6051
or
PO BOX 14488
TUMWATER WA 98511-4488
(360) 586-1040 / FAX (360) 586-1041

ARCHAEOLOGICAL INVESTIGATIONS NW

2632 SE 162ND AVE
PORTLAND OR 97236
(360) 696-7473
www.ainw.com
Email: ainw@ainw.com

ARROW ROCK ARCHITECTS, PLLC

600 N. LATAH STREET
BOISE, ID 83706
(208) 344-3722 / FAX (208) 334-7929
www.arrowrock.mystarband.net

ARTIFACTS

201 NORTH YAKIMA AVENUE
TACOMA WA 98403
(253) 572-4599 / FAX (253) 572-0566
www.artifacts-inc.com

BEST, BROOKE VINCENT

3660 55TH AVENUE SW
SEATTLE, WA 98116
(206) 923-2906
Email: bvbseattle@comcast.net

BUILDING HISTORY INC

AMY McFETTERS-KRONE
1831 NE THOMPSON ST
PORTLAND, OR 97212
(503) 493-0477
Fax: 503-493-0477

Email: amk@buildinghistoryinc.com
Website: www.buildinghistoryinc.com

BOLA ARCHITECTURE+PLANNING

320 TERRY AVE N
SEATTLE WA 98109
(206) 447-4749 / FAX (206) 447-6462
www.bolarch.com

CHAMBERLAIN, HOLLY K

2223 G STREET
VANCOUVER WA 98663-3248
(360) 699-4628 PHONE & FAX
Email: mitchamb@pacifier.com

CARTER, LIZ

1375 E. 22ND AVENUE
EUGENE, OR 97403
(541) 343-6499
Email: ejcpioneer@aol.com

DODRILL-REZGHI, BETH

8551 GREENWOOD AVE. N. #608B
SEATTLE, WA 98103
(206) 234-4920
Email: mackrose@yahoo.com

DONOVAN & ASSOCIATES

1615 TAYLOR AVENUE
HOOD RIVER OR 97031
(541) 386-6461
Email: sjdonno@aol.com

EASTERS & KITTLE PS

195 FRONT STREET NORTH
ISSAQUAH WA 98027
(425) 392-7339 / FAX (425) 392-7409
Email: ekarchcarl@qwest.net

ENTRIX INC

2701 1ST AVENUE, SUITE #500
SEATTLE WA 98121
(206) 269-0104 / FAX (206) 269-0098
www.entrix.com
Email: Kdemuth@entrix.com

EVANS-HATCH & ASSOCS

510 DUANE STREET
ASTORIA OR 97103
(503) 325-1313 / FAX (503) 338-4343
E-mail: UShist@pacifier.com

FRANKS, KATHRYN E

622 16TH ST
BELLINGHAM WA 98225
(360) 752-2164

GALLACCI, CAROLINE PhD

2723 N STARR ST
TACOMA WA 98403
(253) 572-8779 / FAX (253) 572-4377
Email: cgallacci@home.com

GRULICH ARCHITECTURE & PLANNING SERVICES

49 BROADWAY SUITE #200
TACOMA WA 98402-4102
(253) 272-0007 FAX (253) 272-0049
Email: grulicharchitect@qwest.net

HERITAGE CONSULTING GROUP

1120 NW NORTHRUP STREET
PORTLAND OR 972090
(503) 228-0272
Fax: 503-241-9646
www.heritage-consulting.com
Email: jmtess@heritage-consulting.com

HISTORIC PRESERVATION NORTHWEST

1116 SW 11TH AVE
ALBANY OR 97321
541-791-9199
www.hp-nw.com
Email: pinyerd@hp-nw.com

HISTORICAL RESEARCH ASSOC. INC

119 PINE STREET SUITE 207
SEATTLE WA 98101
(206) 343-0226 / FAX (206) 343-0249
Email: mighetto@hrassoc.com
www.hrassoc.com

JOHNSON PARTNERSHIP

1212 NE 65TH ST
SEATTLE WA 98115
(206) 523-1618 / FAX (206) 523-9786
www.tjp.us
Email: larry@tjp.us

JONES & STOKES

11820 NORTHUP WAY SUITE E-300
BELLEVUE WA 98005-1946
(425) 893-6416 FAX (425) 822-1079
www.jonesandstokes.com

KING, MARINA

4903 51ST AVENUE S
SEATTLE WA 98118
(206) 722-4769
Email: marinaking@attbi.com

PAINTER PRESERVATION & PLANNING

DIANA J. PAINTER
2685 A PETALUMA BLVD N
PETALUMA CA 94952
(707) 658-0184
Email: d.painter15@comcast.net

PTF ARCHITECTS

30002 ISSAQUAH-FALL CITY RD
FALL CITY WA 98024
(206) 222-7268 / FAX (206) 222-4169
Email: ptfels@nwlink.com

R CHRISTOPHER GOODWIN & ASSOC

309 JEFFERSON HIGHWAY
NEW ORLEANS LA 70121
(504) 837-1940 / FAX (504) 837-1550
www.rcgoodwin.com
neworleans@rcgoodwin.com

SCHRECK, JENNIFER

247 THOMAS STREET NW
OLYMPIA, WA 98502
(360) 790-3523
Email: schreck_jennifer@yahoo.com

SHERIDAN CONSULTING GROUP

3630 37TH AVE W
SEATTLE WA 98199 (206) 270-8727
FAX (206) 281-0093

**SNYDER, HARTUNG, KANE, STRAUSS
ARCHITECTS**

1050 NORTH 38TH STREET
SEATTLE, WA 98103
(206) 675-9151 / FAX (206) 675-9150
Web: www.shksarchitects.com/home.htm
email: davids@shksarchitects.com

STEVENSON, SHANNA

3515 KENSINGTON CT SE
OLYMPIA WA 98501
(360) 943-4212
Email: michaelstevenson@msn.com

THOMAS STREET HISTORY SERVICES

705 EAST THOMAS STREET SUITE #204
SEATTLE WA 98102
(206) 860-2949
Email: kmurr25@earthlink.net

THRUSH, COLL PhD

18604 41ST PLACE NE
LAKE FOREST PARK WA 98155
(206) 367-1596
Email: thrush@u.washington.edu

TOBIN, CAROLINE C

4219 PHINNEY AV N
SEATTLE WA 98103
(206) 547-9629 / FAX (206) 547-3601
Email: ctobin@eskimo.com

WESTERN HISTORICAL SERVICES

760 THORNTON STREET SUITE #5
POST FALLS ID 83854
(208) 773-4021 / FAX (208) 777-8035
www.nidlink.com/~westserve
Email: westserv@nidlink.com

YEOMANS, LINDA

501 WEST 27TH AVENUE
SPOKANE WA 99203
(509) 456-3828
Email: Lkyeomans@aol.com

Last updated: 6/05

HABS/HAER CONSULTANTS

The following consultants have been determined to meet qualification standards for cultural resource management professionals. These standards (promulgated by the National Park Service and published in 36 CFR Part 61) define minimum education and experience required to perform identification, evaluation, registration, and treatment activities for historic properties. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the properties involved.

This list is distributed for the convenience of property owners, planners, and others who wish to hire consultants on a contractual basis for cultural resource documentation purposes. The consultants listed below have demonstrated capability to conduct surveys and photographic work for Historic American Building Survey (HABS) and Historic American Engineer Survey (HAER).

ALLEN, BRIAN

PHOTOGRAPHER

4301 2ND AVE NE
SEATTLE WA 98105

(206) 632-1122

Email: bkaphoto@mindspring.com

ARROW ROCK ARCHITECTS, PLLC

600 N. LATAH STREET

BOISE, ID 83706

(208) 344-3722/ FAX (208) 334-7929

www.arrowrock.mystarband.net

DONOVAN & ASSOCIATES

1615 TAYLOR AVENUE

HOOD RIVER OR 97031

(541) 386-6461

Email: sjdonov@aol.com

HERITAGE CONSULTING GROUP

1120 NW NORTHRUP STREET

PORTLAND OR 972090

(503) 228-0272

Fax: 503-241-9646

www.heritage-consulting.com

Email: jmtess@heritage-consulting.com

JACKSON, BRIAN

PHOTOGRAPHY

6839 TOPAZ DR SW

LAKEWOOD WA 98498

(253) 581-6367

Email: Brian@jackson-photography.com

PECK, MARY

PHOTOGRAPHER

PO BOX 411

PORT ANGELES WA 98362(360) 417-0980 /

FAX (360) 417-9134Email:

marypeck1@earthlink.net

RANDLETT, MARY

PHOTOGRAPHER, ASMP

P.O. BOX 11238

OLYMPIA WA 98508-1238

(360) 352-1716

Last updated: 6/2005



STATE OF WASHINGTON

Department of Archaeology and Historic Preservation

1063 S. Capitol Way, Suite 106 - Olympia, Washington 98501
(Mailing Address) PO Box 48343 - Olympia, Washington 98504-8343
(360) 586-3065 Fax Number (360) 586-3067

ARCHITECTS

The following list of architects is provided for the convenience of the public. The Department of Archaeology and Historic Preservation (DAHP) serves only in a referral capacity and does not recommend architects and designers listed over other qualified firms. Each firm listed has submitted a statement of qualifications outlining experience on historic preservation projects and knowledge of the Secretary of the Interior's Standards for Rehabilitation. Qualification statements are on file at DAHP.

ARAI/JACKSON

1601 EAST JOHN
SEATTLE WA 98112
(206) 323-8800 / FAX (206) 323-8518
www.araijackson.com

ARROW ROCK ARCHITECTS, PLLC

600 N. Latah Street
Boise, ID 83706
(208) 344-3722/ FAX (208) 334-7929
www.arrowrock.mystarband.net

BJSS DUARTE BRYANT ARCH

108 FIRST AVE S SUITE #200
SEATTLE WA 98104
(206) 340-1552 / FAX (206) 340-0412 or
724 COLUMBIA ST NW SUITE #400
OLYMPIA WA 98501
(360) 943-4650 / FAX (360) 357-9022
www.bjssdb.com

BOLA ARCHITECTURE + PLANNING

320 TERRY AVE N
SEATTLE WA 98109
(206) 447-4749 / FAX (206) 447-6462
www.bolarch.com

CARDWELL ARCHITECTS

1221 SECOND AVENUE SUITE #300
SEATTLE WA 98101
(206) 622-2311 / FAX (206) 442-9165
www.cardwellarchitects.com

EASTERS & KITTLE PS

195 FRONT STREET NORTH
ISSAQUAH WA 98027
(425) 392-7339 / FAX (425) 392-7409
ekarchcarl@qwest.net

GRULICH ARCHITECT & PLNG SERVICES

49 BROADWAY SUITE #200
TACOMA WA 98402-4102
(253) 272-0007 / FAX (253) 272-0049
grulicharchitect@qwest.net

HARBOR ARCHITECTS

504 SOUTH F ST
ABERDEEN WA 98520-4139
(360) 532-0980 / FAX (360) 532-0996
www.harborarchitects.com

HOSHIDE/WILLIAMS ARCH

121 E BOSTON
SEATTLE WA 98102
(206) 325-6441 / FAX (206) 325-8256
jack@hoshidewilliams.com

JOHNSON ARCHITECTURE & PLANNING

2124 THIRD AVENUE SUITE #200
SEATTLE WA 98121
(206) 448-7580 FAX (206) 448-8977
sjohnson@j-arch.com

JOHNSON PARTNERSHIP

1212 NE 65TH ST
SEATTLE WA 98115
(206) 523-1618 / FAX (206) 523-9786
www.tjp.us
Email: larry@tjp.us

KOPPE/WAGONER ARCHITECTS

911 WESTERN AVENUE SUITE 300
SEATTLE WA 98104
(206) 344-5788 / FAX (206) 344-5789
Email: info@kwarch.com

KOVALENKO/HALE ARCHITECTS

208 SOUTH MAIN
SEATTLE WA 98104
(206) 682-3232 / FAX (206) 682-4481
www.kovalenkohale.com

MERRITT ARCH PLLC

1901 MARKET
TACOMA WA 98402-3107
(253) 383-5300 / FAX (253) 383-5600
www.merrittarch.com

MUSGROVE, EDWARD M.

ARCHITECT/PLANNER
PO BOX 102
LACONNER WA 98257
(360) 460-0140 (phone/fax)

NORTHWEST ARCH

1203 WEST RIVERSIDE
SPOKANE WA 99201-1107
(509) 838-8240 / FAX (509) 838-8261
www.nwarchco.com
Email: nac@nwarchco.com

PTF ARCHITECTS

30002 ISSAQUAH-FALL CITY ROAD
FALL CITY WA 98024
(425) 222-0744 / FAX (425) 222-4169
Email: ptfels@nwlinc.com

RYAN, JEFF

RYAN ARCHITECTURE
3017 NORTH 13TH ST
TACOMA WA 98406
(253) 759-7022 / FAX (253) 759-0161
jryan@harbornet.com

**SNYDER, HARTUNG, KANE, STRAUSS
ARCHITECTS**

1050 NORTH 38TH STREET
SEATTLE, WA 98103
(206) 675-9151 / FAX (206) 675-9150
www.shksarchitects.com/home.htm
email: davids@shksarchitects.com

STAEHLI, ALFRED M. ARCHITECT FAIA

317 SE 62ND AVE
PORTLAND OR 97215
(503) 235-3515

STICKNEY MURPHY ROMINE ARCHITECTS

911 WESTERN AVE SUITE 200
SEATTLE WA 98104
(206) 623-1104 / FAX (206) 623-5285
Email: info@smrarchitects.com

SUSAN BLACK & ASSOCIATES

LANDSCAPE ARCHITECTS
201 ROY STREET SUITE #104
SEATTLE WA 98109
(206) 283-7090 / FAX (206) 281-0876

TONKIN/HOYNE/LOKAN

204 FIRST AVE SOUTH
SEATTLE WA 98104
(206) 624-7880 / FAX (206) 622-1766
www.thl-arch.com
Email: tonkin@THL-ARCH.COM

VAN HORNE & VAN HORNE ARCHITECTS

ADAM M. YOUNG
901 E DENNY WAY – STE. 200
SEATTLE WA 98122
(206) 324-1980 FAX (206) 3226012
adam@vh-vh.com

**BUILDING CONSERVATION
ARCHITECT****DAN TARNOVEANU**

1710 SKYLINE WAY, SUITE 201
ANACORTES WA 98221
(360) 420-1942 (cell/voicemail)
(360) 588-1451 (phone/fax)
Email: dan@architecture-restoration.com
www.architecture-restoration.com

(Revised 6/2005)



STATE OF WASHINGTON
Department of Archaeology and Historic Preservation
1063 S. Capitol Way, Suite 106 - Olympia, Washington 98501
(Mailing Address) PO Box 48343 - Olympia, Washington 98504-8343
(360) 586-3065 Fax Number (360) 586-3067

ARCHAEOLOGICAL CONSULTANTS

This list is distributed for the convenience of those who might need the services of an archaeological consultant. Please note that DAHP serves in a referral capacity only and does not guarantee or recommend the work of any of these consultants, nor is this listing to be construed as any guarantee of the quality of work.

All of the listed organizations have on their staff, and often hire on a part-time basis, persons determined to meet qualification standards for cultural resource management professionals. These standards (promulgated by the National Park Service and published in 36 CFR Part 61) define minimum education and experience required to perform identification, evaluation, registration, and treatment activities for historic properties. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the properties involved.

Project costs may vary considerably between companies, and it is recommended that more than one estimate be obtained. It is also recommended that a contract containing language that specifies that a report meeting the minimal reporting standards of DAHP will be provided as a product included in the cost of the project, and that a schedule of project completion (including any fieldwork, laboratory analysis, and report production) also be included in the contract. Historic preservation consulting is a professional business, and it is recommended that you take the same care selecting a consultant as you would any contractor.

BALDWIN, GARTH L
DRAYTON ARCHAEOLOGICAL RESEARCH
SERVICES (DARS)
8212 Ethan Lane SW
Tumwater, WA 98512
360.739.2443
drayton_research@hotmail.com

BARD, DR JAMES
CH2MHILL
2300 NW WALNUT BLVD
CORVALLIS OR 97339
(541) 752-0235 x3662
jbard@ch2m.com

BLUKIS ONAT, DR ASTRIDA R
BOAS INCORPORATED
2001 EAST LYNN ST
SEATTLE WA 98112
(206) 323-1343 FAX (206) 328-7578
boasinc@comcast.net

BURNEY, MICHAEL S.
BURNEY & ASSOCIATES
PO BOX 2329
TAOS NM 87571-2329
(505) 737-9497 FAX (505) 737-9498
michaelburney@hotmail.com

BUSH, KELLY R
EQUINOX RESEARCH & CONSULTING
41507 SOUTH SKAGIT HIGHWAY
CONCRETE WA 98237
TEL/FAX (360) 826-4930
kelrbush@earthlink.net
www.equinoerci.com

CHURCHILL, TOM
ARCHAEOLOGICAL FRONTIERS
951 NE LINDEN AVE
GRESHAM OR 97030
(503) 669-9230
(503) 819-5600 (cell)

**GREG CLEVELAND ARCHAEOLOGIST AND
LAND USE HISTORIAN**

902½ S. 32ND AVENUE
YAKIMA WA 98902
(509) 453-1514 (509) 945-6746 (cell)
greg@nwinfo.net

COOK, JACQUELINE

CAMAS CONSULTING
PO BOX 196
GRAND COULEE WA 99133
(509) 633-8361
camas@bigdam.net

COOPER, JASON B

JONES & STOKES
11820 NORTHUP WAY SUITE E300
BELLEVUE WA 98005-1079
(425) 822-1077 FAX (425) 822-1079
jcooper@jsanet.com

DARBY, MELISSA

LOWER COLUMBIA RESEARCH
& ARCHAEOLOGY
3327 NE SIMPSON ST
PORTLAND OR 97211
TEL/FAX (503) 281-0204
CELL: (503) 407-7439
mdarby@teleport.com

DAUGHERTY, DR RICHARD

WESTERN HERITAGE
2231 MARINA WAY SE
LACEY WA 98503-3186
(360) 438-5370

DE DANAAN, DR. LLYN

SPECIALISTS IN ETHNOGRAPHY &
ETHNOHISTORY
SE 142 OYSTER BEACH ROAD
KAMILCHE WA 98584
(360) 426-9631
ldedanaan2@hotmail.com

FAGAN, DR JOHN L

ARCHAEOLOGICAL INVESTIGATIONS NW
2632 SE 162ND AVE
PORTLAND OR 97236
(503) 761-6605 FAX (503) 761-6620
VANCOUVER, WA 360/696-7473
ainw@ainw.com

FLENNIKEN, DR J JEFFREY

LITHIC ANALYSTS
PO BOX 684
PULLMAN WA 99163
(509) 334-9781
flenniken@completebbs.com

FREED, ROB

ARCHAEOLOGICAL CONSULTING SERVICES
1515 NW 136TH ST
VANCOUVER WA 98685
(360) 607-4407
robarbara@earthlink.net

GALL, ALEXANDER

ARCHAEOLOGICAL SERVICES
12125 NE 119TH ST
VANCOUVER WA 98682-1666
(360) 260-8614 CELL (503) 869-8067
FAX (360) 260-0129
galex54@msn.com

GOUGH, STAN

ARCHAEOLOGICAL &
HISTORICAL SERVICES
201 ISLE HALL EASTERN WA UNIVERSITY
CHENEY WA 99004-2420
(509) 359-2239 FAX (509) 359-6051
sgough@mail.ewu.edu

HARDER, DAVID A

PLATEAU INVESTIGATIONS
PO BOX 714
PULLMAN WA 99163
(509) 332-3830
archaeologist@mailcity.com

HARDING, WILLIAM

NORTH WIND ENVIRONMENTAL
545 SHOUP AVE
IDAHO FALLS ID 83402
(208) 528-8718 FAX (208) 528-8714
wharding@nwindenv.com
www.nwindenv.com

HARTMANN, GLENN

WESTERN SHORE HERITAGE SERVICES
8001 DAY ROAD WEST, SUITE B
BAINBRIDGE ISLAND WA 98110
(206) 855-9020 FAX (206) 855-9081
info@wshsinc.com

HENRICKSON, CELESTE

GEOSCIENCES MGMT INSTITUTE INC
1048 MONTEREY AVE
BERKELEY CA 94707
(510) 526-0765 FAX (510) 5276962
www.geomii.com/
celestenicole@hotmail.com

HIBBERT, DENNIS

GEOARCHAEOLOGY NORTHWEST
1745 NW 63RD
SEATTLE WA 98107-2341
(206) 781-2982

HICKS, BRENT

ENTRIX, INC
2701 1ST AVENUE, SUITE 500
SEATTLE WA 98121
(206) 269-0104 FAX (206) 269-0098
BHicks@entrix.com
www.entrix.com

HOVEZAK, MARK J.

ARCHAEOLOGICAL AND BIOLOGICAL
CONSULTANT
3754 GREENVILLE STREET
BELLINGHAM WA 98226
(360) 756-5207 (cell) (360) 303-1998
mhovezak@nas.com

JOHNSON, PAULA

PARAGON RESEARCH ASSOCIATES
7352 20TH NW
SEATTLE WA 98117
(206) 706-1659 FAX (206) 297-9630
paula@paragonresearch.net

KELLY, MIKE

URS CORP
111 SW COLUMBIA SUITE 900
PORTLAND OR 97201
(503) 222-7200 FAX (503) 222-4292

LANDREAU, CHRISTOPHER

REISS-LANDREAU RESEARCH
1103 S 32 AVE
YAKIMA WA 98902
(509) 952-5130
chrislandreau@charter.net

LARSON, LYNN

LARSON ANTHROPOLOGICAL
ARCHAEOLOGICAL SERVICES LTD
7700 PIONEER WAY SUITE 101
GIG HARBOR WA 98335-1164
(253) 858-1411 FAX 253/858-1410
llarson.laas@attglobal.net
www.laasltd.com

LENZ, BRETT R. RPA, LPG

COLUMBIA GEOTECHNICAL ASSOCIATES
904 E 2ND AVENUE
ELLENSBURG WA 98926
(509) 933-3081 FAX (509) 933-3088
blenz@geoscientists.org
www.geoscientists.org

LUTTRELL, CHARLES

ARCHAEOLOGICAL &
HISTORICAL SERVICES
120 UNION AVENUE, SE - SUITE 103
OLYMPIA, WA 98501
(360) 586-1040 FAX (360) 586-1041
cluttrell@mail.ewu.edu

MINOR, DR RICK

HERITAGE RESEARCH ASSOC
1997 GARDEN AVENUE
EUGENE OR 97403
(541) 485-0454 or (360) 992-7091

MISS, CHRISTIAN J

NW ARCHAEOLOGICAL ASSOC INC
5418 20TH AVE NW STE 200
SEATTLE WA 98107
(206) 781-1909 FAX (206) 781-0154
cjmiss@northwestarch.com
www.northwestarch.com

MORGAN, VERA

MORGAN CONSULTING SERVICES, INC
811 CEDAR ST
COULEE DAM WA 99116
(509) 633-3521
veram@bigdam.net

NAKONECHNY, LYLE

TRANSECT ARCHAEOLOGY
800 NE MICHIGAN
PULLMAN, WA 99163
(509) 334-1236
archaeological@aol.com

POPE, CLARK

PACIFIC ARCHAEOLOGICAL CONSULTANTS
3827 NE 9TH AVENUE
PORTLAND OR 97212
(505) 284-5820
(503) 502-7145 (mobile)
pope_pacarch@comcast.net

R CHRISTOPHER GOODWIN & ASSOC
309 JEFFERSON HIGHWAY
NEW ORLEANS LA 70121
(504) 837-1940 / FAX (504) 837-1550
www.rcgoodwin.com
neworleans@rcgoodwin.com

REID, ALFRED R

ALFRED REID ARCHAEOLOGICAL
CONSULTING
2423 C STREET #6
BELLINGHAM WA 98225
(360) 752-1766

RICE, DR PETE

NATIONAL HERITAGE INC
PO BOX 736
COLFAX WA 99111
VOICE/FAX (509) 397-4471
Price590@yahoo.com

ROOT, DR MATTHEW J, RPA

RAIN SHADOW RESEARCH INC
119 NORTH GRAND AVE
PULLMAN WA 99163-2605
(509) 332-7495
Rainshadow@completebbs.com

ROULETTE, BILL R

APPLIED ARCHAEOLOGICAL RESEARCH
4001 NE HALSEY STREET, SUITE 3
PORTLAND OR 97232
(503) 281-9451 FAX (503) 281-9504

RUDOLPH, JAMES L

KLEINFELDER INC
2315 S COBALT POINT WAY
MERIDIAN ID 83642
(208) 893-9700 FAX (208) 893-9703
jrudolph@kleinfelder.com

SCHALK, DR RANDALL

CASCADIA ARCHAEOLOGY
PO BOX 51058
SEATTLE WA 98115-1058
(206) 366-0337 FAX (206) 363-5303
rfs@wolfenet.com

THOMPSON, DR GAIL

HISTORICAL RESEARCH ASSN INC
119 PINE ST STE 207
SEATTLE WA 98101
(206) 343-0226 FAX (206) 343-0249
thompson@hrassoc.com
www.hrassoc.com

WALTON, BETH RPA

WALTON ENTERPRISES
7425 EARLWOOD RD
NEWBERG OR 97132
(503) 625-5486 FAX (503) 625-9064
sparrowh@gte.net

WESSEN, DR GARY C

WESSEN & ASSOCIATES
15028 24TH AVE SW
SEATTLE WA 98166
(206) 242-0525
gwessen@aol.com

(Revised 6/05)



STATE OF WASHINGTON

Department of Archaeology and Historic Preservation

1063 S. Capitol Way, Suite 106- Olympia, WA • PO Box 48343 • Olympia, Washington 98504-8343 • (360) 586-3064

CERTIFIED LOCAL GOVERNMENTS
July 2005

Local governments strengthen their local historic preservation efforts by achieving Certified Local Government (CLG) status from the National Park Service (NPS). NPS and State governments, through their State Historic Preservation Offices (SHPOs), provide valuable technical assistance and small matching grants to hundreds of diverse communities whose local governments are endeavoring to keep for future generations what is significant from their community's past. In turn, NPS and States gain the benefit of local government partnership in the national historic preservation program. Another incentive for participating in the CLG program is the pool of matching grant funds SHPOs set aside to fund CLG historic preservation subgrant projects--at least 10% of the State's annual Historic Preservation Fund (HPF) grant allocation. Grant funds are distributed through the HPF grant program, administered by NPS and SHPOs. The following list of current Certified Local Governments in the State of Washington.

City of Anacortes:

Garry Cline
Anacortes Museum
1305 8th Street
Anacortes, WA 98221
garryc@cityofanacortes.org
360/293-1915

City of Auburn (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

City of Battleground (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Bothell:

Lisa Melton
c/o Gary Hasseler
18305 101st Avenue NE
Bothell, WA 98011
lisakmelton@yahoo.com
425/486-8152
425/486-2489 (fax)

City of Black Diamond (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

City of Bainbridge Island

Stephanie Warren
Special Projects Assistant
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
stephaniewarren@bainbridge.net
206/780-3774

City of Camas (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Carnation (interlocal):

Julie Koler
King County Historic Preservation Program
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

City of Centralia:

Dave Eatwell
Downtown Economic Development
PO Box 609
Centralia, WA 98531
deatwell@localaccess.com
360/330-7566

City of Chehalis:

Joanne Schwartz
Director of Community Services
1321 So. Market, PO Box 871
Chehalis, WA 98532
jschwartz@ci.chehalis.wa.us
360/748-0271
360/748-6993 (fax)

City of Cheney:

Susan Beeman
Cheney Planning
112 Anderson Road
Cheney, WA 99004
sbeeman@cityofcheney.org
509/498-9240
509/498-9249 (fax)

Clark County:

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Colfax:

Emily Adams
City of Colfax
PO Box 229
Colfax, WA 99111
eadams@ci.colfax.wa.us
509/397-3861
509/397-3044 (fax)

City of Dayton:

Dayton Planning
111 So. First
Dayton, WA 99328
509/382-2361
509/382-2539 (fax)

City of Edmonds:

Star Campbell
Assistant Planner
121 5th Avenue North
Edmonds, WA 98020
scampbell@ci.edmonds.wa.us
425/771-0220
425/771-0221 (fax)

City of Ellensburg:

Brandi Eyerly, Associate Planner
City of Ellensburg
414 North Main Street
Ellensburg, WA 98926
Eyerlyb@ci.ellensburg.wa.us
509/925-8608
509/962-7127 (fax)

City of Everett:

Dave Koenig
Everett Planning
3002 Wetmore Street
Everett, WA 98201
Dkoenig@ci.everett.wa.us
425/257-8736
425/257-8628 (fax)

City of Kennewick:

Mike Smith
City of Kennewick
PO Box 6108
Kennewick, WA 99336
mike.smith@ci.kennewick.wa.us
(509) 585-4354
509/585-4445 (fax)

King County:

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689 206/205-0719 (fax)

City of La Center (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Lacey:

Jim Sheler
Lacey Parks & Recreation
PO Box 3400
Lacey, WA 98509
Jsheler@ci.lacey.wa.us
360/491-0857
360/438-2669 (fax)

City of Longview:

Julie Hourcle
Longview Urban Services
And Permits
PO Box 128
Longview, WA 98632
julie.hourcle@ci.longview.wa.us
360/442-5081

City of North Bend (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689 206/205-0719 (fax)

City of Olympia:

Shanna Stevenson
Thurston Regional Planning Commission
2404 B Heritage Court SW
Olympia, WA 98502
stevens@trpc.org
360/786-5468
360/754-4413 (fax)

Pierce County:

Airyang Park
Historic Preservation Officer
2401 So. 35th, Suite 228
Tacoma, WA 98409
apark@co.pierce.wa.us
253/798-2783
253/591-3680 (fax)

City of Pomeroy:

Shaun Martin, City Clerk/Treasurer
City of Pomeroy
N 80 7th Street
P.O. Box 370
Pomeroy, WA 99347
509-843-1601
clerk1@pomeroy-wa.com

City of Port Townsend:

John McDonagh, Associate Planner
Department of Building and Community
Development
Waterman-Katz Building
181 Quincy Street, Suite 301
Port Townsend, WA 98368
Email address:
jmcdonagh@ci.port-townsend.wa.us
360/379-5085 360/385-7675 (fax)

City of Puyallup (interlocal):

Airyang Park
Historic Preservation Officer
2401 So. 35th, Suite 228
Tacoma, WA 98409
apark@co.pierce.wa.us
253/798-2783
253/591-3680 (fax)

City of Ridgefield (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Ritzville:

Dave Grove
216 E. Main Ave
Ritzville, WA 99169
ritzvilleclerktreas@centurytel.net
509/659-1930
509/659-0253 (fax)

City of Roslyn:

Maria Fischer
City Clerk
PO Box 451
Roslyn, WA 98941
roslyn@inlandnet.com
509/649-3105

City of Seattle:

Karen Gordon
Seattle Neighborhoods
700 3rd Avenue, 4th floor
Seattle, WA 98104
karen.gordon@seattle.gov
206/684-0381
206/233-5142 (fax)

City of Shelton:

Tracy Moore (Interim)
Shelton Planning
PO Box 1277
Shelton, WA 98584
tmoore@ci.shelton.wa.us
360-426-9731
360/426-7746 (fax)

City of Shoreline (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

Snohomish County:

Louise Lindgren
Senior Planner
M/S #604
3000 Rockefeller Ave.
Everett, WA 98201-4046
l.lindgren@co.snohomish.wa.us
425-388-3311, ext. 2372

Spokane City/County:

Teresa Brum
Historic Preservation Officer
W. 808 Spokane Falls Boulevard
Spokane, WA 99201
tbrum@spokanecity.org
509/625-6987
509/625-6059 (fax)

Town of Steilacoom:

Jennifer Schreck
Steilacoom Planning
1030 Roe Street
Steilacoom, WA 98388
steilacoom_hpo@yahoo.com
253/581-1912

City of Skykomish (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

City of Snoqualmie (interlocal):

Julie Koler
King County Historic Preservation Program
Office of Business Relations and Economic
Development
701 Fifth Avenue, Suite 2000
Seattle, WA 98104
Julie.koler@metrokc.gov
206/296-8689
206/205-0719 (fax)

City of Tacoma:

Reuben McKnight
Historic Preservation Officer
747 Market Street, Suite 1036
Tacoma, WA 98402
Reuben.mcknight@cityoftacoma.org
253/591-5220
253/591-2002 (fax)

Thurston County:

Shanna Stevenson
Thurston Regional Planning Commission
2404 B Heritage Court SW
Olympia, WA 98502
stevens@trpc.org
360/786-5468
360/754-4413 (fax)

City of Tumwater:

Shanna Stevenson
Thurston Regional Planning Commission
2404 B Heritage Court SW
Olympia, WA 98502
stevens@trpc.org
360/786-5468 360/754-4413 (fax)

City of Vancouver:

Laura Hudson
Long Range Planning
1313 Main Street
PO Box 1995
Vancouver, WA 98668-1995
Laura.Hudson@ci.vancouver.wa.us
(360) 619-4103

City of Walla Walla:

Gary Mabley
Development Services Department
P.O. Box 478
Walla Walla, WA 99362
gmabley@ci.walla-walla.wa.us
509/ 527-4535

City of Washougal (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

City of Wenatchee:

Kris Bassett
Wenatchee Valley Museum & Cultural Center
127 So. Mission
Wenatchee, WA 98801
k.bassett@wenatcheevalleymuseum.com
509/664-3343
509/664-3356 (fax)

City of Yacolt (interlocal):

Gordy Euler, Interim Manager
Clark Co. Planning Division
PO Box 9810
Vancouver, WA 98666
Longrang@clark.wa.gov
360/397-2375, ext. 4993
360/397-2011 (fax)

Town of Yelm:

Agnes Bennick
Yelm Clerk
PO Box 479
Yelm, WA 98597
agnesb@ci.yelm.us
360/458-3244
360/458-4348 (fax)

CERTIFIED LOCAL GOVERNMENT NATIONAL REGISTER NOMINATION EVALUATION REPORT FORM

If a nomination falls within the jurisdiction of a Certified Local Government, review is required by the local landmark commission or historic review board before any nomination to the National Register is heard by the State Advisory Council on Historic Preservation as per the National Historic Preservation Act of 1966 and the CLG program requirements as amended in 1993. This form must be received by DAHP five days in advance of the State Advisory Council meeting.

Property Name: _____

Address: _____

Certified Local Government Name: _____

Date of Public meeting in which nomination was reviewed: _____

Applicable Criteria: **(Please Check the Appropriate Box)**

☐ Criterion A (Historical Events)

☐ Criterion C (Architecture)

☐ Criterion B (Important Person)

☐ Criterion D (Archaeological)

Please check the following box that is appropriate to the nomination.

☐ The Commission recommends that the property or properties should be listed on the National Register of Historic Places.

☐ The Commission recommends that the property or properties should not be listed in the National Register for the following reasons:

☐ The Commission chooses not to make a recommendation on this nomination for the following reasons: _____

The Commission would like to make the following recommendations regarding the nomination: **(use additional sheets if necessary)**

Note that both signatures required below

Landmarks Commission/Historic Review Board Chair or Representative

Print Name: _____

Approved ☐

Not Approved ☐

Signature: _____

Elected Official/Designee

Print Name: _____

Approved ☐

Not Approved ☐

Signature: _____

OLD HOUSE

*He who loves an old house
Never loves in vain
How can an old house
Used to sun and rain
To lilac and to larkspur
And tall trees above
Ever fail to answer
The heart that gives it love.*

Isabel Fiske Conant